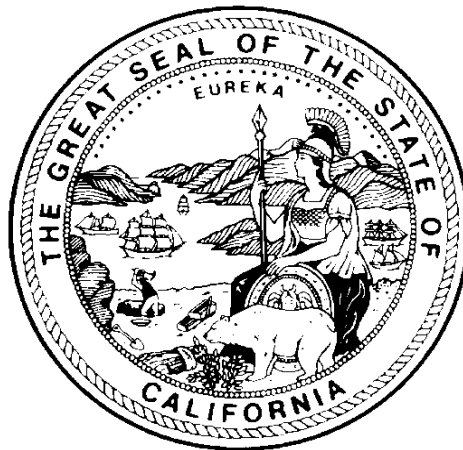


NOTICE OF AVAILABILITY OF FUNDS

*by the
Employment Development Department
In Coordination with the
California Workforce Investment Board*

*on behalf of the
California Labor and Workforce Development Agency*

***Governor's Discretionary Fund
Solicitation For Proposals***



November 17, 2004

**EMPLOYMENT DEVELOPMENT DEPARTMENT
WIA GOVERNOR'S DISCRETIONARY FUNDS
SOLICITATION FOR PROPOSAL**

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**EMPLOYMENT DEVELOPMENT DEPARTMENT
WIA GOVERNOR'S DISCRETIONARY FUNDS
SOLICITATION FOR PROPOSALS**

Section 1 Overview

A. Purpose

The Employment Development Department (EDD) announces the availability of up to \$20 million of Workforce Investment Act (WIA) Governors 15 Percent Discretionary funds and up to \$2 million of Wagner-Peyser Act Governor's 10 Percent funds.

The California Workforce Investment Board has approved criteria for focusing the Governor's Discretionary funds where there is a maximum return on investment both in assisting job seekers to enter employment and to retrain existing workers in high-need and high wage sectors of the economy. The Governor's funding categories for this Solicitation for Proposals (SFP) are as follows:

- Growth Industries—High Wage, High Skill Job Training
- Removing Barriers for Special Need Populations
- Industries with a Statewide Need—Nurses and other health related industries

The goal of this SFP is to select, through a competitive process, eligible applicants that are qualified and prepared to use the funds in innovative ways that focus on one of the Governor's funding categories listed above.

B. Eligible Applicants

Proposals will be accepted from public, private non-profit and private for-profit organizations. Individuals are not eligible to apply. The applicant must clearly describe its capacity to administer federal funds in terms of both organizational and data management capabilities.

C. Funding

Funding Availability

The federal WIA provides that the Governor may reserve up to 15 percent from each of the amounts allocated to the three funding streams (adult, youth and dislocated worker) for statewide workforce investment activities. The federal Wagner-Peyser Act provides that the Governor may reserve up to 10 percent of the total Wagner-Peyser funds allocated to the state to provide core and intensive services as defined in the WIA. This SFP will make available up to \$20 million of WIA Governors 15 Percent Discretionary funds and up to \$2 million of Wagner-Peyser 10 Percent funds.

The maximum total award for each grant will be limited to \$800,000. The State encourages proposals to use the Wagner-Peyser funds in conjunction with the WIA 15 percent funds. Applicants may request both WIA 15 percent and Wagner-Peyser 10 percent funds not to exceed a total request of \$800,000. Up to 5 bonus points will be available for proposals that integrate both funding streams. Requests to be fully funded with Wagner-Peyser funds will not be accepted. Note: There are specific constraints related to the use of Wagner-Peyser funds which preclude private for-profit organizations from providing services to special needs populations. These provisions will be dealt with at contract negotiation for successful applicants.

Allowable Uses of Funds

The use of funds awarded in this SFP is governed by the WIA and its associated federal regulations, State and federal directives, and federal Office of Management and Budget (OMB) Circulars. Appendices B, C, and D describe the general requirements pertaining to these funds.

Funds awarded under this SFP cannot be used to purchase real property or to construct buildings.

Wagner-Peyser funds cannot be used to provide training or support services.

Administrative Cost Limits

A maximum of ten percent of the total project budget will be allowed for administrative costs. For purposes of developing a budget, the definition of administrative costs is provided in Appendix D. Administrative Cost Definitions. For purposes of the SFP, the administrative limits and definitions apply to both WIA and Wagner-Peyser funds.

D. Length of Project

It is expected that the planned performance period for projects awarded under this solicitation will be between 18 and 24 months. Grant funds will not be available for longer than the 24 month expenditure period. No obligation or commitment of funds will be allowed prior to or beyond the grant period of performance. Any grant funds not expended during the grant agreement period shall be returned to the State.

Section 2 Significant Dates

Date *	Event
November 17, 2004	Release of Solicitation for Proposal (SFP)
December 15, 2004, 3:00 p.m. Pacific Time	Last date to submit written questions to EDD (via e-mail)
December 22, 2004, 5:00 p.m. Pacific Time	Last date for EDD to post response to written questions on Web site
January 5, 2005	Proposals Due
January 10 through January 21, 2005	Evaluation Team review of proposals and final recommendations made
February 1, 2005	Award Announcements
February 1, 2005	Earliest date for project start-up

*Note: All dates after the final proposal submission deadline are approximate and may be adjusted as conditions dictate, without addendum to this SFP.

Section 3 Questions/Answers Web site

In order to allow for timely and consistent responses to questions that potential bidders may have, we are implementing an electronic Question and Answer process. This process will be implemented in lieu of on-site bidders' conferences.

Questions must be submitted by e-mail to WIASFP@edd.ca.gov and received no later than December 15, 2004 at 3:00 p.m. Pacific Standard Time. All answers will be posted on the following Web site, www.edd.ca.gov/wiarep/wiaspind.htm by 5:00 p.m. Pacific Standard Time December 22, 2004. For information regarding this Web site you may contact Don Migge or Lynora Sisk at (916) 654-7961.

Section 4 Proposal Submission Instructions

Proposal Deadline

The deadline for the **receipt** of proposals is **January 5, 2005, at 3 p.m.** **Late proposals will not be accepted.**

The date or time on a postmark or other courier's documentation is irrelevant to satisfying the submission deadline. All proposals, whether mailed, delivered by courier service, or hand delivered, must be received by the EDD's Workforce Development Branch (WDB) by 3 p.m., January 5, 2005. Exceptions will not be allowed and there is no appeal for not meeting the proposal deadline.

The EDD's WDB will accept hand-delivered and courier-delivered proposals between 7:30 a.m. and 4 p.m. daily, excluding Saturdays, Sundays, and State holidays, through January 4, 2005, and between 7:30 a.m. and 3 p.m. on January 5, 2005.

Proposal Delivery Method and Addresses

Proposals may be submitted by mail, courier service, or hand delivery.

Mail proposals to:	Workforce Development Branch, MIC 88 Employment Development Department PO Box 826880 Sacramento, CA 94280-0001 ATTN: WIA Discretionary Fund SFP Team
Send proposals by courier to:	Workforce Development Branch, MIC 88 Employment Development Department 800 Capitol Mall, Room 2029 Sacramento, CA 95814 ATTN: WIA Discretionary Fund SFP Team
Hand deliver proposals to:	Workforce Investment Division, MIC 88 Employment Development Department 722 Capitol Mall, Room W1077 Sacramento, CA 95814 ATTN: WIA Discretionary Fund SFP Team

Because of the need for an original signature, proposals may not be e-mailed or faxed.

Section 5 Required Proposal Content

A. Minimum Requirements

All proposals must adhere to the required format and, in order to be competitive, must include all of the requested information, completed forms, and attachments.

The application must be submitted in the format described below. Proposals that do not adhere to this format will not be scored or considered for funding.

- Applicants may submit only one proposal for funding and must submit six complete copies of the entire proposal, and of those copies, two must have original signatures. In accordance with State policy, the organization's contract/agreement signatory authority or authorized designee as designated by the organizations' Board of Directors' Resolution must sign proposals.
- Applicants must use the proposal package format available in Microsoft Word at www.edd.ca.gov/wiarep/wiaspind.htm. The proposal package also must be

submitted in electronic form on a diskette or compact disk, exclusive of the letters of commitment.

- All requested forms must be completed.
- Proposals must be single-spaced and in a font no less than 11 point.
- The proposal summary is limited to 100 words or less. The proposal narrative is limited to 10 pages or less. The Governor's funding category description is limited to 4 pages or less. Bidders are strongly urged to write concise, focused responses.
- Each copy of the proposal package must be stapled in the upper left hand corner. Special bindings, report covers, or tabbed separators are not acceptable.

B. Format and Document Order

The order of documents in the proposal package must be as follows:

1. Cover letter (optional)
2. Cover/Signature page (proposal summary limited to 100 words or less)
3. Proposal Narrative (limited to 10 pages) including the following sections:
 - I. Statement of Need
 - II. Target Group
 - III. Planned Approach
 - IV. Goals and Objectives
 - V. Local Collaboration and Resource Utilization
 - VI. Statement of Capabilities
4. Governor's Funding Category Description (limited to 4 pages). Applicants must complete only one of the following:
 - I. Growth Industries—High Wage, High Skill Job Training
 - II. Removing Barriers for Special Need Populations
 - III. Industries with a Statewide Need—Nurses and other health related industries
5. Budget Summary Plan
6. Supplemental Budget Information
7. Expenditure and Participant Plan
8. Copy of non-profit certification [501 (c) (3)] from the federal Internal Revenue Service
9. Copy of non-profit certification [23701 (d)] from the California Franchise Tax Board (if applicable)

Section 6 Proposal Package Instructions

The proposal forms package is contained in Appendix A and a copy, formatted in Microsoft Word, may be downloaded at www.edd.ca.gov/wiarep/wiaspind.htm.

To compete, all proposals must respond to each section below.

1. Cover/Signature Page (Includes Proposal Summary)

The purpose of the Cover/Signature page is to provide applicant contact information, amount of funding requested, proposal summary information and an authorized representative signature. All sections of the Cover/Signature Page must be completed.

2. Proposal Narrative (60 points plus possible 10 bonus points)

The Proposal Narrative contains six sections as detailed below. Each section will be reviewed and scored individually.

Section I - Statement of Need (10 points)

Describe the unmet need in the geographical area and convey how the proposal activities and outcomes will address that need. Include an explanation of how the unmet need was determined and what factors have contributed to the unmet need. Explain why the unmet need cannot be addressed with existing resources through the local or regional service delivery infrastructure, including the local one-stop centers. Provide supporting data.

Section II - Target Group (5 points)

Describe the characteristics of the target population that will be served by this proposal. Explain how the target group was identified. Clearly state the needs of the target group, including any barriers to employment.

Section III - Planned Approach (10 points plus possible 5 bonus points)

Describe how services will be delivered to achieve the planned goals and objectives. Explain what specific types of services and training will be provided and who will be providing them.

If requesting Wagner-Peyser 10 Percent funds, separately describe the activities to be provided with that fund source. Explain how the WIA 15 Percent and Wagner-Peyser 10 Percent services will be integrated. Up to 5 bonus points will be available for integrating the two funds sources. (Appendix B and C provide allowable activity information.)

Discuss any time constraints within your organization or partners' organization that would influence or affect project startup.

Section IV - Goal and Objectives (10 points)

Complete the Return on Investment information providing the total number of planned enrollments and entered employments. Enter the number of participants that are planned to retain unsubsidized employment for 6 months after placement and how many participants will receive training. Enter the cost per participant, per entered employment, per retained employment and per trainee. If your proposal has other performance goals in addition to those described above, provide a description of the goals, how they will be measured and the related costs for each goal.

Complete the Performance Goals Matrix for the applicable target population that the proposal will serve. A proposal may serve only adults or only youth or a combination of both. See Appendix C for information on adult and youth eligibility and services. If the planned proposal goals are different than the State performance goals, provide an explanation. The State performance goals are listed in Section 9 D of this SFP.

Describe the expected cost effectiveness of the proposal in terms of expected cost per outcomes compared to expected benefits to participants. Benefits can be described in terms of skills attained, degrees or certificates attained, or wage gains.

Section V - Local Collaboration and Resource Utilization (15 points, plus possible 5 bonus points)

Describe the linkages established with the Local Workforce Investment Board/Area. Identify the local partnerships that exist and with whom you will coordinate to provide services that will address unmet needs. Describe the roles and responsibilities of public and/or private organizations that will partner in order to provide client services and prevent duplication of services.

Identify any resources, including funding and in-kind resources that will be leveraged or matched to support activities or expand and sustain the proposed project. A chart has been provided for ease in demonstrating this, however, space is available for a narrative explanation. Applicants should leverage and develop other public and private resources in order to ensure the non-duplication of services and the sustainability of the proposed activities once funding under this grant ceases.

Up to 5 bonus points will be available if the applicant demonstrates a cash match from non-WIA fund source equivalent to 20% of the project. A letter of commitment must verify the cash match.

Section VI - Statement of Capabilities (10 points)

Describe the organizations' capability to conduct and administer a federally funded project. Include a description of your organization's infrastructure and ability to collect and report financial and performance data as required.

3. Governor's Funding Category Description (30 points)

Applicants must demonstrate that the proposal will focus on one of the Governor's Funding Categories. Although many proposals may focus on more than one of the Governor's Funding Categories, applicants must complete the information for only one of the funding categories listed below. **Proposals that complete more than one will not be scored on this section of the solicitation.**

Section I - Growth Industries – High Wage, High Skill Job Training

Projects in this category are designed to prepare individuals for high-wage, high skill jobs that help California's businesses succeed and expand. Projects in this category should address the skills needed by those growth industries expected to play a major role in the expansion of California's economy, and where current skill shortages are hampering business growth. A key priority will be to ensure the development of worker skills in these demand occupations.

Describe the growth industry sector(s) and/or cluster(s) the proposed project will target. Based on data from the Regional Economies Project and/or related labor market information (LMI), describe how the targeted industry will play a major role in the growth and stability of your local economy.

Provide the range of wages you expect individuals to receive in the targeted industry and using LMI data describe why these wages are considered high wages for your area.

Describe the worker occupational skill sets required by the targeted high growth industry and how your service plan mix will address these needs. Include information on why these skill sets are considered high skills for your area.

Describe how your service plan mix will be responsive to local economic needs and how it will enhance the career paths for workers.

Section II - Removing Barriers for Special Needs Populations

Significant segments of California's workforce face barriers both to obtaining employment and progressing into higher-skill, higher-wage occupations. Many businesses are unable to find entry-level and/or skilled workers to fill available jobs. Projects in this category will provide customized services and training to prepare special needs populations such as people with disabilities, youth, welfare recipients and people lacking workplace literacy skills for entry-level jobs and/or upgrade skill levels for demand occupations.

Describe how your service plan will address the barriers of the special needs population targeted. The targeted population must be fully described in Section II, Target Population of this application, including a comprehensive description of the workers' barriers.

Describe in detail how the customized services and training will prepare and transition the special needs population into employment and/or help them attain ongoing career advancement. Specifically describe the entry-level jobs and/or upgrade skills training that will be used for this target group.

Section III - Industries with a Statewide Need – Nurses and other health related industries.

The nursing and healthcare industries have well-documented shortages of workers statewide. The gap in this shortage will continue to grow without proactive plans to retain and upgrade current employees in the field as well as plans to recruit and train additional participants into the nursing and healthcare field.

Describe the occupations within the health care industry that will be targeted by this proposal. Demonstrate the high demand for these occupations in the local area or region that the proposal will serve. Provide supporting data, including labor market information or other resources.

Describe how the proposal will increase the education and training opportunities in the selected occupations.

Describe how your service plan will transition/upgrade workers within the healthcare industry in a timely manner. Include a timeline for training and placement/upgrade.

4. Budget Summary Plan (10 points)

Proposals must include a Budget Summary Plan that details the specific line item costs of the proposal. Costs must be necessary, reasonable and allowable in accordance with WIA and the applicable Directives and OMB circulars. If requesting Wagner-Peyser funds complete column A, if not this column may be left blank. Column B must contain the requested WIA 15 Percent funds. Under Column C enter the non-WIA cash resources identified in Section V. 3. in the Proposal Narrative. Column D is the sum of Columns A through C.

If applicants plan to purchase equipment that has a unit cost of \$5,000 or more and a useful life of more than one year, you must complete the Supplemental Budget Form, Section I. Equipment. All equipment with a unit cost of \$5,000 or more will be subject to prior approval by EDD and will be negotiated in conjunction with contract completion with successful applicants. EDD has defined the equipment purchase procedures in Directive WIAD03-9. Due to the short-term nature of these projects, applicants are encouraged to lease or rent high cost equipment.

If applicants plan to budget contractual services, you must complete the Supplemental Budget Form Section II. Contractual Services.

5. Expenditure and Participant Plan

Proposals must include an Expenditure and Participant Plan. Enter planned cumulative expenditures for each period ending date specified in Section I Expenditure Plan. If funding is awarded, monthly expenditure and participant plans will be required. Enter the requested WIA 15 Percent expenditures in Section A, breaking out the costs for administration and program. If requesting Wagner-Peyser funds complete the planned cumulative expenditures for this fund source in Section B. Section C is a sum of Section A, WIA 15 Percent funds and Section B, Wagner-Peyser funds.

Enter the total planned enrollments for each period end date specified in Section II. A. of the Participant Plan. This participant plan is the cumulative number of individuals that will be enrolled and receive services under this proposal. Enter the number of participants that will receive core/intensive services, training, follow-up after entered employment and follow-up after exit on lines B 1 through 4. Since participants can receive multiple services, lines B1 through B4 will not sum to line A. See Appendix B. WIA Allowable Activities for a definition of the WIA services.

Each proposal should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up

design will be negotiated with each successful applicant during contract negotiations.

Section II. C. Planned Results collects cumulative planned participant data for those exiting the program. Enter the total planned participants exiting for each quarter end date specified on line C 1. On lines C1.a enter the total participants that will be placed in unsubsidized employment. On line (1), enter the number of participants placed in unsubsidized employment that received training. Line C1 b Employability Enhancements is defined as those participants that either entered military service, entered a qualified apprenticeship program, entered advanced training, attained a recognized certificate/diploma/degree, attained a high school diploma/GED or returned to secondary school (youth only). Line C1 c Other Exits are participants that exited for reasons other than entered unsubsidized employment and employability enhancements.

Section 7 Award and Contracting Process

A. Proposal Evaluation and Recommendation for Funding

Proposals will be scored and ranked by teams of independent reviewers based on the criteria set forth in this SFP. The scoring value of each section of the SFP is as follows:

Criterion	<u>Points</u>
Narrative Section I. Statement of Need	10
Narrative Section II. Target Group	5
Narrative Section III. Planned Approach	10
Integrating WIA 15 Percent and Wagner Peyser 10 Percent Funds	5 bonus
Narrative Section IV. Goals and Objectives	10
Narrative Section V. Local Collaboration and Resource Utilization	15
Non-WIA Cash Match 20%	5 bonus
Narrative Section VI Statement of Capabilities	10
Governor's Funding Category Description	30
Budget Summary Plan	10
Total Possible Points	110

Only those proposals deemed to be meritorious and in the best interests of the State will be recommended for funding. EDD reserves the right to conduct on-site reviews prior to making final funding recommendations. After completion of the evaluation process, EDD will use the reviewers' evaluations in conjunction with other factors such as geographic balance to make its funding recommendations to the EDD Director. In consultation with the Labor and Workforce Development Agency (LWDA), the EDD Director will make final funding decisions.

B. Notification of Recommendation for Funding

Following the EDD/LWDA selection of proposals to be funded, bidders will be notified of the funding decisions. The State expects that the award decision notices will be sent in early February.

C. Contracting

EDD staff will contact the awardees to finalize contract details. In some cases, EDD may request that the contracts incorporate changes in the original project proposals. After the contract negotiations, if any, EDD will mail the subgrant agreement (contract) to the awardees for signature. The State expects the contract negotiations to begin February 1, 2005, with a project start date as early as February 1, 2005.

Awardees are advised to consider whether official action by a County Board of Supervisors, City Council, or other, similar decision-making body will be necessary before or agreeing to accept funds awarded under this SFP. The time needed for such official action will affect the awardees ability to meet the earliest project start date of February 1, 2005.

Section 8 Appeal Process

A proposal may be disqualified for not meeting the minimum criteria, and an appeal of that disqualification decision, may be filed unless the disqualification was due to late submission of the proposal. The minimum criteria, which are listed in Section 5 of the SFP, are those conditions that must be met in order for the proposal to be forwarded for evaluation and scoring.

EDD will mail disqualification letters to applicants no later than January 10, 2005. Any appeals must be received in the EDD office designated below by January 19, 2005. The appellant must submit the facts in writing. The review will be limited to the information provided in writing.

To be considered for review, the appeal must contain the following information:

- The full name, address, and telephone number of the appealing party.
- A brief statement of the reasons for appeal, including citations to the SFP and any other pertinent documents.
- A statement of the relief sought.
- Original signature of the authorized signatory authority of the organization.

The appellant must provide a copy of the appeal letter and the supporting documents to EDD's Workforce Development Branch. The Workforce Development Branch will respond in writing to the appeals by January 26, 2005. The review will be limited to determining whether the proposal met the minimum criteria of the SFP.

The appeal must be in writing and submitted to the following:

Mail to: Workforce Development Branch, MIC 88
Employment Development Department
PO Box 826880
Sacramento, CA 94280-0001
ATTN: SFP Appeals

By courier to: Workforce Development Branch, MIC 88
Employment Development Department
800 Capitol Mall, Room 2029
Sacramento, CA 95814
ATTN: SFP Appeals

Hand deliver to: Workforce Investment Division, MIC 88
Employment Development Department
722 Capitol Mall, Room W1077
Sacramento, CA 95814
ATTN: SFP

Final funding decisions cannot be appealed.

Section 9 Administrative Requirements

A. Monitoring and Audits

Grantees will be monitored and/or audited by the State, in accordance with existing policies, procedures, and requirements governing the use of WIA and Wagner-Peyser funds. Grantees are expected to be responsive to all reviewers' requests, provide reasonable and timely access to records and staff, facilitate access to subcontractors, and communicate with reviewers in a timely and accurate manner.

Awardees that are units of local government, or not-for-profit entities as defined by OMB Circular A-133, must ensure that audits required under OMB guidelines are performed and submitted when due. Commercial organizations that are subrecipients under WIA Title I and that expend more than the minimum level specified in OMB Circular A-133 (\$500,000 as of January 1, 2004) must have either an organization-wide audit conducted in accordance with OMB Circular A-133 or a program specific financial and compliance audit.

B. Record Keeping

Awardees will be required to maintain project and fiscal records sufficient to allow federal, state, and local reviewers to evaluate the project effectiveness and proper use of funds. The record keeping system must include both original and summary (e.g., computer generated) data sources. Awardees will retain all records pertinent to this contract for a period of three years from the date of final payment of this contract.

C. Reporting

Grantees must have the capability to report project and expenditures data to the State, in a manner that is timely, thorough, and accurate. The State has developed a system for reporting data collected by grant recipients. This system, the Job Training Automation (JTA) system, is also used for disbursing cash to grantees. Grantees will be required to have the approved emulation software for this purpose. The State will provide training on how to use the JTA system.

At a minimum, grantees must collect and report the required data elements in the JTA system. The State will use those reported data to calculate compliance with the performance goals.

Grantees will compile and submit reports of enrollments, activities, expenditures, and status of cash information by the specified dates and in the specified format as prescribed by the State. At a minimum, grantees will be required to submit monthly participant and expenditure reports using the JTA system.

All funds awarded under this SFP will follow the WIA reporting requirements available in a series of Information Bulletins and Directives on the EDD's Internet site: www.edd.ca.gov/emptran.htm. All funds provided under this SFP are subject to revocation by the State in the event of failure to meet the performance criteria or reporting requirements as described in this SFP and the grantee's subgrant agreement.

D. State Performance Goals

The State's Performance Goals for 2005 are as follows:

Performance Goal		Performance Level
Enter Employment Rate	Adults	72%
	Dislocated Workers	79.5%
	Older Youth	67%
Retention Rate	Adults	82%
	Dislocated Workers	88%
	Older Youth	78%
	Younger Youth	53%
Earnings Change/ Earnings Replacement in Six Months	Adults	\$3,450
	Dislocated Workers	96%
	Older Youth	\$3,000
Credential/Diploma Rate	Adults	55%
	Dislocated Workers	58%
	Older Youth	30%
	Younger Youth	55.5%
Skill Attainment Rate	Younger Youth	76.5%

For more information regarding performance measures, refer to Training and Employment Guidance Letter 7-99 at usworkforce.org.

These overall State goals are provided as a point of reference for applicants when reviewing their local goals. The State recognizes that local performance goals may differ from those presented here. Local program designs may vary significantly and necessitate flexibility in determining performance goals. If the planned performance goals are different than the State performance goals, applicants must provide an explanation in Section IV. Goals and Objectives of the proposal narrative.

E. Closeout

A subgrant/line item closeout will be required 60 days after the completion of the grant period. WIA Directive WIAD02-2 provides specific instructions for closeout. Applicants should build costs associated with closeout activities into the budget plan.

F. Compliance

All funds are subject to their related State and federal statutory and regulatory requirements. These requirements are detailed in governing documents that include, but are not limited to, the WIA and its associated federal regulations, including Title 29 of the Code of Federal Regulations, State and federal WIA directives, and OMB Circulars. Refer to Appendix E, *Internet Resources*, for a list of useful Web sites.

G. Evaluation

WIA Sections 134 and 136 (e) provide for the ongoing evaluation of workforce investment activities. Evaluation of statewide activities allows the State to determine the effectiveness of the Governor's 15 Percent funds in addressing the identified statewide needs. As a result, the State may pursue a statewide evaluation of the projects awarded through this SFP. In the event that a statewide evaluation is implemented, the applicant will be required to participate in that evaluation by providing requested data and information.

APPENDIX A

Proposal Forms

Proposal No. _____
(EDD Use Only)

COVER/SIGNATURE PAGE

Proposal Title:										
Total Amount of Request:			WIA 15 Percent Amt:			Wagner-Peyser Amt:				
Governor's Funding Categories: Identify which category this application will target. <u>Applicants must choose only one category below.</u>										
<input type="checkbox"/> 1. Growth Industries—High Wage, High Skill Job Training										
<input type="checkbox"/> 2. Removing Barriers for Special Need Populations										
<input type="checkbox"/> 3. Industries with a Statewide Need—Nurses and other Healthcare providers										
Organization (applicant) Name:										
Address:										
City & Zip Code										
County:										
Designated contact person:										
Telephone:				Fax:			Email:			
IRS Tax ID Number:					California Tax ID Number:					
Proposal Summary										
In 100 words or less, describe the overall purpose of the proposed project.										
Approval of Authorized Representative (Submit two original signature copies)										
Name:										
Title:			Signature					Date		

PROPOSAL NARRATIVE

I. Statement of Need

Describe the unmet need in the geographical area and how the project activities and outcomes will address that need. Explain how the existence of the unmet need was determined. What factors have contributed to the unmet need? Explain why the unmet need cannot be addressed with existing resources through the local or regional service delivery infrastructure, including the local one-stop centers. Provide supporting data.

II. Target Group

Describe the characteristics of the target population that will be served by this project. Explain how the target group was identified. Clearly state the needs of the target group, including any barriers to employment.

III. Planned Approach

- 1. Describe how services will be delivered to achieve the planned goals and objectives. Explain what specific types of services and training will be provided and who will be providing them.*
- 2. If requesting Wagner-Peyser 10 Percent funds, describe the specific activities to be provided with this fund source. Explain how the WIA 15 Percent and Wagner-Peyser 10 Percent services will be integrated. Up to 5 bonus points will be available for integrating the two fund sources. Note: Wagner-Peyser funds cannot be used for training or support services. (This item may be left blank if not requesting Wagner-Peyser funds.)*
- 3. Considering the proposed project start date, explain any time constraints within your organization or partners' organization that would influence or affect project startup.*

PROPOSAL NARRATIVE

IV. Goals and Objectives

1. *Return on Investment—Complete the information below.*

A. <i>Total planned enrollments:</i>	B. <i>Cost per participant:</i>
C. <i>Total planned entered employments:</i>	D. <i>Cost per entered employment:</i>
E. <i>Total planned retained employments:</i>	F. <i>Cost per retained employment:</i>
G. <i>Total planned trainees:</i>	H. <i>Cost per trainee:</i>
I. <i>Other proposed performance goals and related cost per for each goal:</i>	

2. *Performance Goals Matrix—Complete the Performance Goals Matrix below for those goals that are applicable to this proposal. See SFP Instructions Section 9 D for the State WIA Performance goals.*

<i>Performance Goals</i>	<i>Planned Adult Goals</i>	<i>Planned Dislocated Worker Goals</i>	<i>Planned Older Youth Goals</i>	<i>Planned Younger Youth Goals</i>
A. <i>Entered Employment Rate</i>				
B. <i>Retention Rate</i>				
C. <i>Earnings Change</i>				
D. <i>Earnings Replacement Rate</i>				
E. <i>Credential/Diploma Rate</i>				
F. <i>Skill Attainment Rate</i>				

3. *Provide an explanation if planned project goals are different than the State performance goals.*

4. *Describe the expected cost effectiveness of the proposal in terms of expected cost per outcomes compared to expected benefits for participants. Benefits can be described in terms of skills attained, degrees or certificates attained, or wage gains.*

PROPOSAL NARRATIVE

V Local Collaboration and Resource Utilization

1. Describe the linkages established with the Local Workforce Investment Board/Area.
2. Describe the roles and responsibilities of public and/or private organizations that will partner in order to leverage client services and prevent duplication.
3. Describe any resources, including funding and in-kind resources that will be leveraged or matched to support activities or expand and sustain the proposed project. Provide narrative and complete the Resource Utilization Chart below.

<u>Resource Utilization Chart</u> Name of Provider	Description of Fund Source	Type of resource (in- kind or cash)	Amount	Commitment Letter Attached to Proposal
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>
				<input type="checkbox"/>

4. Up to 5 bonus points are available if the applicant demonstrates a cash match from non-WIA fund source equivalent to 20 percent of the project. A letter of commitment must verify the cash match. Enter the total amount of non-WIA cash match from the chart above:

VI. Statement of Capabilities

Describe the organization's capability to conduct and administer a federally funded project. Include a description of your organization's infrastructure and ability to collect and report financial and performance data as required.

GOVERNOR'S FUNDING CATEGORY DESCRIPTION

*The Governor has identified three statewide priorities for WIA discretionary funding designed to enhance the economic growth and recovery of California's economy. **Complete the information on only one category that this application will target; Growth Industries—High Wage, High Skill Job Training, or Removing Barriers for Special Need Populations or Industries with a Statewide Need. Proposals that complete more than one will not be scored on this section of the solicitation.***

I. Growth Industries—High Wage, High Skill Job Training

- 1. Describe the growth industry sector(s) and/or cluster(s) the proposed project will target. Based on data from the Regional Economies Project and/or related labor market information (LMI), describe how the targeted industry will play a major role in the growth and stability of your local economy.*
- 2. Provide the range of wages you expect individuals to receive in the targeted industry and using LMI data describe why these wages are considered high wages for your area.*
- 3. Describe the worker occupational skill sets required by the targeted high growth industry and how your service plan mix will address these needs. Include information on why these skill sets are considered high skills for your area.*
- 4. Describe how your service plan mix will be responsive to local economic needs and enhance the career paths for workers.*

GOVERNOR'S FUNDING CATEGORY DESCRIPTION

II. Removing Barriers for Special Needs Populations

1. *Describe how your service plan will address the barriers of the special needs population targeted. Note: The targeted population must be fully described in Section II, Target Population of this application, including a comprehensive description of the worker's barriers.*
2. *Describe in detail how the customized services and training will prepare and transition the special needs population into employment and/or attain ongoing career advancement.*
3. *Specifically describe the entry-level jobs and/or upgrade skills training that will be used for this target group.*

GOVERNOR'S FUNDING CATEGORY DESCRIPTION

III. Industries with a Statewide Need –Nurses and Other Health Related Industries

- 1. Describe the occupations within the health care industry that will be targeted by this proposal. Demonstrate the high demand for these occupations in the local area or region that the proposal will serve. Provide supporting data, including labor market information or other resources.*
- 2. Describe how the proposal will increase the education and training opportunities in the selected occupations.*
- 3. Describe how your service plan will transition/upgrade workers within the healthcare industry in a timely manner. Include a timeline for training and placement/upgrade.*

BUDGET SUMMARY PLAN

I. Budget Detail	Planned Budget			
	A. Requested Funds Wagner- Peyser 10 Percent 10 Percent	B. Requested Funds WIA 15 Percent	C. Other Resources Non-WIA Cash Match	D. Total
A. Staff Salaries				
B. Number of full-time equivalents: _____				
C. Staff Benefits				
D. Staff Benefit Rate (percent) _____ %				
E. Staff Travel				
F. Operating Expenses (communications, facilities, utilities, maintenance, consumable supplies, audits, etc.)				
G. Furniture and Equipment				
1. Purchase (unit cost is less than \$5,000 and useful life is less than one year.)				
2. Purchase (unit cost is more than \$5,000 and useful life is more than one year.) Complete Supplemental Budget Form				
3. Lease				
H. Consumable Testing and Instructional Materials				
I. Tuition Payments/Vouchers				
J. On-the-Job Training				
L. Participant Wages and Fringe Benefits				
M. Supportive/Job Retention Services				
N. Contractual Services (Complete Supplemental Budget Form)				
O. Indirect Costs				
1. Indirect Cost Rate (percent) %				
2. Name of Cognizant Agency:				
P. Other (describe):				
Q. Total Funding				

SUPPLEMENTAL BUDGET INFORMATION

I. Equipment				
Equipment Item Description*	Quantity	Total Cost	Percent Charged to Project	Total Cost Charged to Project

*List equipment items having a useful life of more than one year with a unit acquisition cost of \$5,000 or more being charged to this project. The OMB circulars list selected items of cost identifying allowable and unallowable costs. Certain items are allowable only if approval is granted prior to the purchase. The WIA regulations Section 667.200(c) assigns the authority for granting prior approval for those selected items of cost to the Governor. Please refer to WIA Directive WIAD00-1.

II. Contractual Services		
Contractual Services Description—Type of Service	Cost	Service Provider If Known
Total		

EXPENDITURE AND PARTICIPANT PLAN

I. Expenditure Plan					
Fiscal Period	Period Ending June 2005	Period Ending Dec. 2005	Period Ending June 2006	Period Ending Dec. 2006	Period Ending Mar. 2007
A. WIA 15 Percent					
1. Administration					
2. Program					
3. Total					
B. Wagner-Peyser					
1. Administration					
2. Program					
3. Total					
C. Total Funds					
1. Administration					
2. Program					
3. Total					

II. Participant Plan					
Fiscal Period	Period Ending June 2005	Period Ending Dec. 2005	Period Ending June 2006	Period Ending Dec. 2006	Period Ending Mar. 2007
A. Total Planned Enrollments					
B. Planned Services					
1. Core/Intensive					
2. Training					
3. Follow-up after placement in unsubsidized employment					
4. Follow-up after exit					
C. Planned Results					
1. Total Participants Exiting					
a. Unsubsidized Employment					
(1) Training Related					
b. Employability Enhancement Exits					
c. Exited for Other Reasons					

APPENDIX B

WIA and Wagner-Peyser Allowable Activities

WIA 15 Percent Services

Core Services

1. Determinations of whether the individuals are eligible to receive assistance.
2. Outreach, intake (which may include worker profiling), and orientation to the information and other available services.
3. Initial assessment of skill levels, aptitudes, abilities, and supportive service needs.
4. Job search and placement assistance, and where appropriate, career counseling.
5. Provision of employment statistics information, including the provision of accurate information relating to local, regional, and national labor market areas, including—
 - a. Job vacancy listings in such labor market areas
 - b. Information on job skills necessary to obtain the jobs described in clause 5.a.
 - c. Information relating to local occupations in demand and the earnings and skill requirements for such occupations
6. Provision of performance information and program cost information on training services, youth activities, adult education, post-secondary vocational activities, and vocational rehabilitation program activities
7. Provision of accurate information relating to the availability of supportive services, including child care and transportation, available in the local area, and referral to such services, as appropriate
8. Provision of information regarding filing claims for unemployment compensation
9. Assistance in establishing eligibility for Programs of financial aid assistance for training and education programs that are available in the local area
10. Follow-up services, including counseling regarding the workplace, for participants in workforce investment activities authorized under this subtitle who are placed in unsubsidized employment, for not less than 12 months after the first day of the employment, as appropriate.

Appendix B: WIA and Wagner-Peyser Allowable Activities

Intensive Services

1. Comprehensive and specialized assessments of the skill levels and service needs which may include:
 - a. Diagnostic testing and use of other assessment tools
 - b. In-depth interviewing and evaluation to identify employment barriers and appropriate employment goals
2. Development of an individual employment plan, to identify the employment goals, appropriate achievement objectives, and appropriate combination of services for the participant to achieve the employment goals
3. Group counseling
4. Individual counseling and career planning
5. Case management for participants seeking training services
6. Short term prevocational services, including development of learning skills, communication skills, interviewing skills, punctuality, personal maintenance skills, and professional conduct, to prepare individuals for unsubsidized employment or training

Training Services

1. Occupational skills training, including training for nontraditional employment;
2. On-the-job training
3. Programs that combine workplace training with related instruction, which may include cooperative education programs
4. Training programs operated by the private sector
5. Skill upgrading and retraining
6. Entrepreneurial training
7. Job readiness training
8. Adult education and literacy activities provided in combination with services described in any of clauses 1 through 7
9. Customized training conducted with a commitment by an employer or group of employers to employ an individual upon successful completion of the training.

Appendix B: WIA and Wagner-Peyser Allowable Activities

Follow-up Services

Each proposal should include follow-up services for participants after they are placed in unsubsidized employment and after they have exited from the project. The follow-up is intended to support the client in retaining employment and continuing to improve their employment success after exit. The final follow-up design will be negotiated with each successful applicant during contract negotiations based on the length of the contract and the funding available to the applicant. While follow-up services must be made available, not all participants who are registered and placed into unsubsidized employment will need or want such services.

Follow-up services could include, but are not limited to: additional career planning and counseling; contact with the participant's employer, including assistance with work-related problems that may arise; peer support groups; information about additional educational opportunities; and referral to supportive services available in the community.

Wagner-Peyser Services

Wagner-Peyser funds may not be used to provide training or support services such as child care, transportation, etc. However, Wagner-Peyser funds may be used for any of the other core, intensive or follow-up services described above.

APPENDIX C

WIA 15 Percent Project Requirements

The WIA program requires the Governor to allocate a majority of the WIA funds via formula to LWIBs, which are responsible for setting local policy and for directing the use of these formula allocated funds in their local Workforce Investment Areas. The Governor, by law, is allowed to reserve 15 percent of the WIA funds in California for use at his discretion for the provision of statewide employment and training activities. This document highlights the major requirements of the WIA as they relate to projects funded with the Governor's WIA 15 Percent Reserve for Statewide Employment and Training Activities. These requirements are based on the WIA and the supporting regulations (Code of Federal Regulations, Part 652, et. al.) and DOL guidance on performance and reporting included in Training and Employment Guidance Letters 7-99, 14-00, and 14-00, Change 1.

Client Eligibility

➤ *General*

Program operators must verify the following for an individual to served under the WIA program:

- Right to work in the United States
- Selective Service registration compliance
- Age: 14 years of age and older

➤ *Adult (Age 18 and Older)*

There are no additional adult eligibility requirements unless special groups are to be targeted. The eligibility criteria for these special groups will be described in the executive summary of the subgrant agreement (contract) that the EDD will establish with the awardee. Dislocated workers who are otherwise WIA-eligible can be served as adults.

➤ *Youth (Ages 14-17)*

For projects that are youth oriented and which include the provision of direct services to youth participants, the following rules apply; however, the requirements are for only those projects serving persons ages 14 through 18. It is the direction of the State that persons 18 and older in a 15 Percent-funded project will be counted as adults (see above).

- At least 95 percent of the youth served must be low income and fall into one or more of the following categories:
 - ✓ Deficient in basic literacy skills

Appendix C: WIA 15 Percent Project Requirements

- ✓ School dropout
 - ✓ Homeless, runaway or foster child
 - ✓ Pregnant or parent
 - ✓ Offender
 - ✓ Requires additional assistance to complete an educational program or to secure and hold employment
- Up to five percent of the total number of youth served may be youth who do not meet the income criterion but who are within one or more of the following categories:
 - ✓ School dropout
 - ✓ Basic skills deficient, as defined in the WIA Section 101(4)
 - ✓ Are one or more grade levels below the grade level appropriate to the individual's age
 - ✓ Pregnant or parenting
 - ✓ Possess one or more disabilities, including learning disabilities
 - ✓ Homeless or runaway
 - ✓ Offender
 - ✓ Face serious barriers to employment as approved by the State or LWIB for purposes of the project
 - There are no additional youth eligibility requirements unless special groups are to be targeted. These eligibility criteria for these special groups will be described in the subgrant agreement (contract) that the EDD will establish with the awardee.

Required Services

➤ *Adult (Age 18 and Older)*

- The grantee must deliver the services agreed to in negotiations with the State and contained in the project subgrant agreement (contract).

➤ *Youth (Ages 14-17)*

- Grantees must deliver the services agreed to in negotiations with the State and contained in the project subgrant agreement (contract).
- Grantees must annually establish skills attainment goals for each youth participant.

Appendix C: WIA 15 Percent Project Requirements

- Grantees who have youth participants are encouraged, but not required, to develop a program design that includes the ten program elements listed below:
 1. Tutoring, study skills training and instruction leading to secondary school completion, including dropout prevention strategies
 2. Alternative secondary school offerings
 3. Summer employment opportunities directly linked to academic and occupational learning
 4. Paid and unpaid work experiences, including internships and job shadowing
 5. Occupational skill training
 6. Leadership development opportunities
 7. Supportive services
 8. Adult mentoring
 9. Follow-up services
 10. Comprehensive guidance and counseling

Reporting

The DOL and EDD require financial and participant reports for WIA and Wagner-Peyser funded projects. If a project includes WIA participants (adult or youth), the project will adhere to DOL reporting guidelines. The EDD may establish additional reporting requirements to ensure accountability and to meet research and demonstration evaluation needs, if any. The EDD will also establish reporting requirements for projects where there are no WIA participants. Reporting requirements for all projects will be included in the subgrant agreement or contract, which the EDD will establish with the grantee.

Performance Measures

The law allows for projects funded in the 15 Percent Governor's Discretionary account to be designated as research and demonstration projects. The EDD will designate which projects are demonstration and which are not. Projects designated as demonstration will be notified by the EDD.

➤ *Demonstration/Research Projects*

The State and the grantee will agree on performance measures so that the State can assess the outcomes of the project. Demonstration/research project performance will be exempt from being reported by the State to the DOL. Most

Appendix C: WIA 15 Percent Project Requirements

demonstration projects will have an independent evaluation component associated with the project.

➤ *Non-Demonstration/Non-Research Projects:*

The State and the grantee will establish performance goals for each project using the 17 standard WIA performance measures. The statewide performance goals will apply unless these are revised during the negotiation process. Any performance goals that are below the statewide goals must be approved by the WIA management team in the EDD and described in the contract. Performance data for these projects will apply only to State-level performance and not to local area performance calculations.

The State and the grantee will establish performance goals for each project using all or a subset of the 17 standard WIA performance measures specified in the WIA and the regulations (WIA Section 136, Title 20 of the Code of Federal Regulations, Part 666). These measures are defined in DOL Training and Employment Guidance Letter 7-99. Goals should be established for all performance measures that apply to the population being served in the project. The statewide performance goals will apply unless these are revised during the negotiation process. Any performance goals that are below the statewide goals must be approved by the EDD and described in the project subgrant agreement or contract. Performance data for non-demonstration/non-research projects will apply only to State-level performance and will not apply to local area performance calculations.

Past performance will be one of the criteria considered for future renewal or for approval of additional funding of a 15 Percent project.

Follow Up

The WIA, its governing regulations, and DOL policy guidance, encourage (and in some cases require) adult (and dislocated worker) follow-up for two separate reasons. First, the WIA encourages long-term intervention to ensure that individuals placed in employment receive the support necessary to retain that employment and gain self-sufficiency. Second, follow-up contacts enable the State and specific projects to maximize performance outcomes by collecting information on the employment status and the post-program educational attainment/credentials of individuals served with WIA funds. The State's Job Training Automation system has been designed to allow programs to report client contact information for four quarters after exit to support client tracking and to supplement data in the automated performance reporting system.

Following are the follow-up requirements for the two categories of 15 Percent projects. Different requirements have been established for demonstration and non-demonstration projects because as a rule demonstration projects are outside of the "standard" performance system and subject to independent evaluation criteria.

Appendix C: WIA 15 Percent Project Requirements

➤ *Demonstration/Research Projects*

Grantees are encouraged, but are not required, to conduct follow-up activities as outlined in WIA, consistent with intent of the legislation to provide longer-term intervention to support success. The State and the grantee will discuss and establish follow-up requirements for the project. These will be added to the project narrative in the subgrant agreement or contract.

➤ *Non-Demonstration/Non-Research Projects:*

Follow-up contacts are mandatory with participants placed into a job, both for the period after placement before program exit, and for each of the four quarters after the participant exits from the program. In an effort to support a client's successful entry or reentry into the labor market, and to assist in their job retention, attempts should be made to follow-up with all clients to determine their needs for additional services before exit, and to assess outcomes, as appropriate and feasible. At each follow-up contact, grantees are expected to record and report supplemental outcome information gathered as a result of accomplishing the follow-up contacts. Follow-up reporting is discussed in detail in the WIA Client Forms Handbook. Further discussions of follow up contact requirements and reporting of supplemental information will be held during project development and during individual or group orientation sessions as necessary.

If a project is established for a term-specific period and is not considered an ongoing project, the State may relax the follow-up contact requirement. The State and the grantee will discuss and establish follow up requirements for the project. These will be added to the project subgrant agreement or contract.

APPENDIX D

Administrative Cost Definitions

There is an administrative cost limit of ten percent of the total funds awarded under this contract. This includes both WIA 15 Percent and Wagner-Peyser 10 Percent funds.

All local grant recipients and lower tier subrecipients must follow the Federal allowable cost principles that apply to their type of organization. The DOL regulations at 29 CFR 95.27 and 29 CFR 97.22 identify the Federal principles for determining allowable costs that must be followed.

Although administrative in nature, costs of information technology—computer hardware and software—needed for tracking and monitoring of WIA program, participant, or performance requirements; or for collecting, storing and disseminating information, are excluded from the administrative cost limit calculation.

- (a) The cost of administration is that allocable portion of necessary and reasonable allowable costs of direct grant recipients, as well as, local grant recipients, local grant subrecipients, local fiscal agent, and which are not related to the direct provision of WIA services, including services to participants and employers. These costs can be both personnel and non-personnel, and both direct and indirect.
- (b) The costs of administration are the costs associated with performing the following functions:
 - (1) Performing the following overall general administrative functions and coordination of those functions under WIA Title I:
 - (i) Accounting, budgeting, financial and cash management functions
 - (ii) Procurement and purchasing functions
 - (iii) Property management functions
 - (iv) Personnel management functions
 - (v) Payroll functions
 - (vi) Coordinating the resolution of findings arising from audits, reviews, investigations and incident reports
 - (vii) Audit functions
 - (viii) General legal services functions
 - (ix) Developing systems and procedures, including information systems, required for these administrative functions
 - (2) Performing oversight and monitoring responsibilities related to WIA administrative functions
 - (3) Costs of goods and services required for administrative functions of the program, including goods and services such as rental or purchase of equipment, utilities, office supplies, postage, and rental and maintenance of office space

Appendix D: Administrative Cost Definitions

- (4) Travel costs incurred for official business in carrying out administrative activities or the overall management of the WIA systems
- (5) Costs of information systems related to administrative functions (for example, personnel, procurement, purchasing, property management, accounting and payroll systems) including the purchase, systems development and operating costs of such systems
- (c) (1) Awards to subrecipients or vendors that are solely for the performance of administrative functions are classified as administrative costs.
- (2) Personnel and related non-personnel costs of staff who perform both administrative functions specified in paragraph (b) of this section and programmatic services or activities must be allocated as administrative or program costs to the benefiting cost objectives/categories based on documented distributions of actual time worked or other equitable cost allocation methods.
- (3) Specific costs charged to an overhead or indirect cost pool that can be identified directly as a program cost are to be charged as a program cost. Documentation of such charges must be maintained.
- (4) Except as provided at paragraph (c)(1), all costs incurred for functions and activities of subrecipients and vendors are program costs.
- (5) Costs of the following information systems including the purchase, systems development and operating (e.g., data entry) costs are charged to the program category:
 - (i) Tracking or monitoring of participant and performance information
 - (ii) Employment statistics information, including job listing information, job skills information, and demand occupation information
 - (iii) Performance and program cost information on eligible providers of training services, youth activities, and appropriate education activities
 - (iv) Local area performance information
 - (v) Information relating to supportive services and unemployment insurance claims for program participants
- (6) Continuous improvement activities are charged to administration or program category based on the purpose or nature of the activity to be improved. Documentation of such charges must be maintained.

APPENDIX E

Internet Resources

The following Internet addresses are a valuable source of information that may be needed in developing project plans, building partnerships, and responding to questions in the SFP.

www.edd.ca.gov/wiarep/wiaspind.htm The Governor's Discretionary SFP and related information can be accessed from the EDD's Special Projects page.

www.edd.ca.gov

Employment Development Department

The EDD is the administrative entity for the Governor's Discretionary SFP. This site contains or links to a wide range of employment and training resources, including labor market information.

www.allnursingschools.com

All Nursing Schools

Guide to nursing education and careers. Allows students to compare and contact schools.

www.aacn.nche.edu

American Association of Colleges of Nursing

Career information, including schools and scholarships, and discussions of interest to nursing professionals.

www.rn.ca.gov

California Board of Registered Nursing

Provides online services and information to Nurses, including legislative updates and licensing assistance.

www.dhs.ca.gov

California Department of Health Services

Serves the people of California by working to protect and improve public health.

www.dmh.ca.gov

California Department of Mental Health

Provides leadership to the California mental health system.

www.dor.ca.gov

California Department of Rehabilitation

Provides information and services to rehabilitation professionals and consumers.

www.dss.cahwnet.gov

California Department of Social Services

California Department of Social Services Home Page.

www.etp.ca.gov

California Employment Training Panel (ETP)

The ETP is a statewide economic development program that supports retraining of incumbent workers. The ETP also funds the training of unemployed workers for high-skill, high-wage, secure jobs.

www.chhs.ca.gov

California Health and Human Services Agency (CHHS)

The CHHS has the lead responsibility for State agency collaboration in implementing the NWI.

www.nurse.ca.gov

California Nurse Outreach

The Governor's Web site to market nursing careers, encourage inactive RNs to return to nursing, and promote the "RN Ambassador" nurse recruitment program.

www.edd.ca.gov/one-stop

California One-Stop Career Center System (WorkNet)

A central location for information about One-Stop Career Centers and related links.

www.calwia.org

California Workforce Investment Act Board

The Board establishes policy for, and provides guidance to, local Workforce Investment Boards, which provide services under the WIA.

www.choosenursing.com

Coalition of Nursing Careers in California

Contains basic information on the career of nursing, choosing a nursing school, and how to apply for financial aid and/or scholarships.

www.doleta.gov

Department of Labor

The U.S. Employment and Training Administration's Department of Labor (DOL) home page. The DOL is the federal agent for the WIA program.

www.healthprofessions.ca.gov

Health Professions Education Foundation

The Foundation awards scholarships and educational loan repayment grants to nursing students and graduates who are committed to practicing in rural or under-served urban areas.

www.discovernursing.com

Johnson & Johnson

Has basics on the field, and information on locating nursing programs in specific areas and finding nursing scholarships.

www.nurse.org

Nurse Practitioner Central

State-by-state information about nursing careers, education, and professional associations.

www.nursesource.org

Nurses for a Healthier Tomorrow

Contains Frequently Asked Questions about careers in nursing, nursing career profiles, and links to financial aid and scholarships.

www.nursezone.com

Nursezone.com

Contains a wide variety nursing career information, including financial assistance for training and connecting with peers.

www.oshpd.cahwnet.gov

Office of Statewide Health Planning and Development (OSHPD)

Under the California Health and Human Services Agency, OSHPD plans for and supports the development of health-care systems in California.

www.nursingsociety.org

Sigma Theta Tau International – Honor Society of Nursing

Provides career and educational information on nursing.

www.shrm.org

Society of Human Resource Management

Information on the human resource profession; representing the interests of more than 85,000 members from around the world.

www.sba.gov

U.S. Small Business Administration

Provides guidance and resource information to owners and operators of small businesses.